



## My Swim Results

### Updating Club contacts

Club contacts are used by both My Swim Results and state association in order to help communication with the club.

Updating the club contacts can be done using a registrar's login or a state associations login.

Once logged into the website, the first step is to find the "clubs profile" on the website. Can be done a variety of ways, the most common would be via the "Find a Club" mechanism at the top of the page.

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My Swim Results Calendar Results Rankings Records **Find a Club**

## My Swim Results

Location **Name**

Club Name:

• **Victoria Park (VPS)**

Searching for the club by name will produce a list of clubs which you can then click on to visit their "profile".

My Swim Results Calendar Results Rankings Records **Find a Club**

### Victoria Park

VPS

<http://www.victoriapark.swimming.org.au/>

Points: 9600

Would you like to join the club as a [new member](#) or [renew](#) your membership?

### Photos

### Our swimmers achievements

Swimming WA Junior Short Course Championships




A pencil icon is beside the name of the club in the header. Clicking it will allow you to edit the details for the club. The higher the privileges on the login, the more fields that can be changed.

## My Swim Results

### Edit Club Details

General	Venues	Categories	Contacts	Statistics	Logins
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Club ID	35 
Name:	<input type="text" value="Victoria Park Swimming"/>
Full Name:	<input type="text" value="Victoria Park"/>
Abbrev:	<input type="text" value="VPS"/>
Contact:	<input type="text"/>
Address:	<input type="text" value="PO BOX 1290"/>
Town:	<input type="text" value="East Victoria Park"/>
State:	<input type="text" value="WA"/>
Post Code:	<input type="text" value="6101"/>
Country:	<input type="text" value="Australia"/>
Phone:	<input type="text"/>
Website:	<input type="text" value="http://www.victoriaparl"/>
Email:	<input type="text" value="vicparkswimclub@hotmail"/>
Head Coach:	<input type="text"/>
	<input type="checkbox"/> Disability Support
Affiliation Expiry:	<input type="text" value="1 Oct 2018"/>
Expiry:	<input type="text"/>
Membership invoice:	<input type="text" value="Total Only"/>

Save	Cancel
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## Edit Club Details

General	Venues	Categories	Contacts	Statistics	Logins	Banking						
<p><b>New</b></p> <table border="1"> <tr> <td> <p><b>DELEGATE</b></p> <p>✎ Lesley Arrowsmith (232983)</p> <p>☎ 04 . Mobile</p> <p>✖ @bigpond.com</p> </td> <td> <p><b>PRESIDENT</b></p> <p>✎ Tina Zappacosta (776151)</p> <p>☎ 04. Mobile</p> <p>✖ vicparkswimclub@hotmail.com</p> <p><b>Postal</b></p> <p>PO Box 1290 East Victoria Park WA 6981</p> </td> <td> <p><b>REGISTRAR</b></p> <p>✎ Julie Jones (844235)</p> <p>☎ 04 Mobile</p> <p>✖ vicparkswimclub@hotmail.com</p> <p><b>Postal</b></p> <p>PO Box 1290 East Victoria Park WA 6981</p> </td> </tr> <tr> <td> <p><b>SECRETARY</b></p> <p>✎ Liz Frehner (\)</p> <p>☎ 04 Mobile</p> <p>✖ vpsc.secretary@gmail.com</p> </td> <td> <p><b>VICEPRES</b></p> <p>✎ Peta Cappelletti</p> <p>☎ 04 Mobile</p> </td> <td></td> </tr> </table>							<p><b>DELEGATE</b></p> <p>✎ Lesley Arrowsmith (232983)</p> <p>☎ 04 . Mobile</p> <p>✖ @bigpond.com</p>	<p><b>PRESIDENT</b></p> <p>✎ Tina Zappacosta (776151)</p> <p>☎ 04. Mobile</p> <p>✖ vicparkswimclub@hotmail.com</p> <p><b>Postal</b></p> <p>PO Box 1290 East Victoria Park WA 6981</p>	<p><b>REGISTRAR</b></p> <p>✎ Julie Jones (844235)</p> <p>☎ 04 Mobile</p> <p>✖ vicparkswimclub@hotmail.com</p> <p><b>Postal</b></p> <p>PO Box 1290 East Victoria Park WA 6981</p>	<p><b>SECRETARY</b></p> <p>✎ Liz Frehner (\)</p> <p>☎ 04 Mobile</p> <p>✖ vpsc.secretary@gmail.com</p>	<p><b>VICEPRES</b></p> <p>✎ Peta Cappelletti</p> <p>☎ 04 Mobile</p>	
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<p><b>Public Contacts</b></p> <p>Title Email</p> <p><input type="text"/> <input type="text"/> <input type="button" value="Add"/></p>												
<p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>												

Use the Pencil to edit a particular contact.

Press “New” to create a new contact for the club. (top left) corner

“Public Contacts” are email addresses that My Swim Results will offer on the club contact page for the club. The email address itself will remain hidden on the website however the system will use it to pass on an a message if someone is interested in contacting the club.



To enter a new “Club Contact” for a club office bearer (eg President, Secretary or Treasurer) click on the “New” link.

## New UWA Uniswim Contact

Role:	<input type="checkbox"/> Coach
	<input type="checkbox"/> Meet Director
	<input type="checkbox"/> President
	<input type="checkbox"/> Race Secretary
	<input checked="" type="checkbox"/> Registrar
	<input type="checkbox"/> Secretary
	<input type="checkbox"/> SWA Delegate
	<input type="checkbox"/> Treasurer
	<input type="checkbox"/> Vice President
Position:	<input type="text"/>
Given Name:	<input type="text" value="Paul"/>
Surname:	<input type="text" value="McCabe"/>
email:	<input type="text" value="@uwaswimmingclub.org"/> +
Phone:	<input type="text"/> +
Mobile:	<input type="text"/> +
Other:	<input type="text" value="- Choose -"/> ▼ <input type="text"/>

<b>Billing Address</b>	<b>Home Address</b>
Address Line: <input type="text"/>	Address Line: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
State: <input type="text"/>	State: <input type="text"/>
Post Code: <input type="text"/>	Post Code: <input type="text"/>

If a person has a number of roles for the club, tick all that apply.

Fill in as much information as required.

If the person has multiple email addresses or phone numbers – use the little + symbol to add a new field.

Once all the information is entered - press the Save button to be returned back to editing the club details. The Contacts tab would have updated with the new information.



Also see: Updating venues.

Venues for a club is also important as it puts a club onto the map in the “find a club” feature.

## My Swim Results

### Edit Club Details

General	Venues	Categories	Contacts	Statistics	Logins	Banking
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New Venue

	Name	Address 1	Address 2	Suburb	State	PC	Latitude	Longitude
X	Aqualife Centre	PO Box 1290		East Victoria Park	WA		-31.98803	115.9132

Save Cancel

